

Montana Office of Public Instruction School Nutrition Programs Annual Sponsor Application Instructions June 2005

Access the Web Site

Before you can use the School Nutrition Programs Web site, you must have the following:

- ✓ A user ID and password from the Montana Office of Public Instruction (OPI).
- ✓ Access to the Internet.



If you need a user ID or password, or if you need to change your password, contact the OPI at (406) 444-2501.

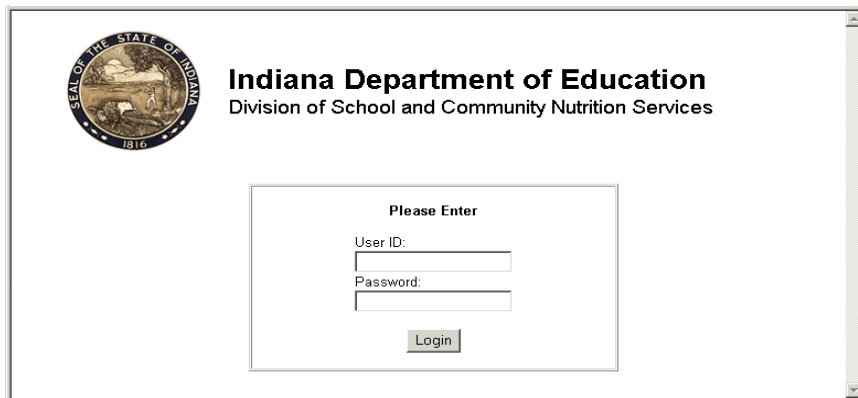
Access the Main Page

To access the School Nutrition Programs main page:

- ✓ Turn on your computer and login (as usual) to your computer network.
- ✓ Open your Internet browser.
- ✓ Open the School Nutrition Programs Web site using this Web site address:
<http://data.opi.mt.gov/CNP>

The Web site displays the School Nutrition Programs login page.

- ✓ Type your user ID and password.
- ✓ Click LOGIN.



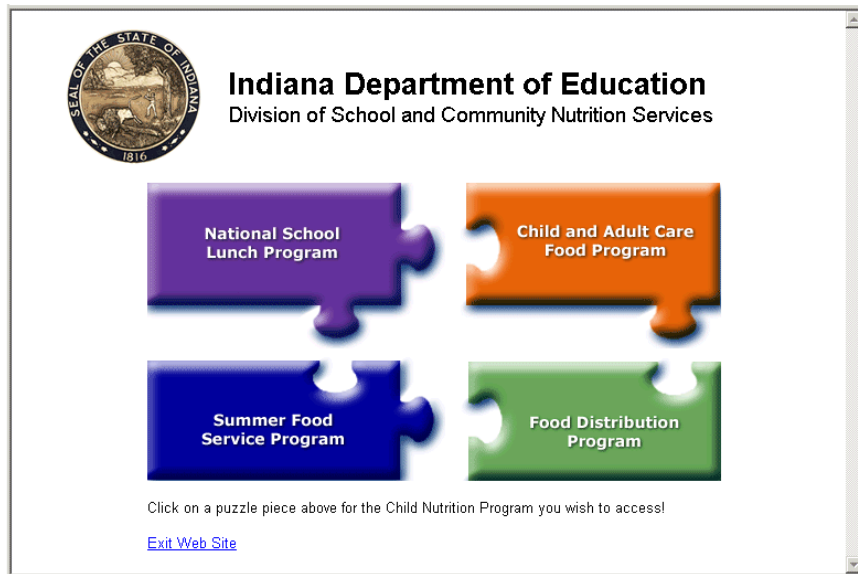
The screenshot shows the login page for the Indiana Department of Education, Division of School and Community Nutrition Services. It features the state seal on the left and a login form on the right. The form has a title 'Please Enter', followed by 'User ID:' and a text input field, 'Password:' and another text input field, and a 'Login' button at the bottom.

The Web site displays the School Nutrition Programs program selection menu.

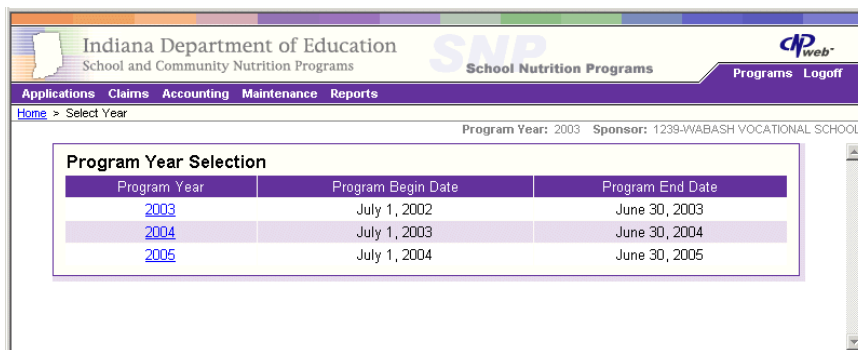
- ✓ Click SCHOOL NUTRITION PROGRAMS.



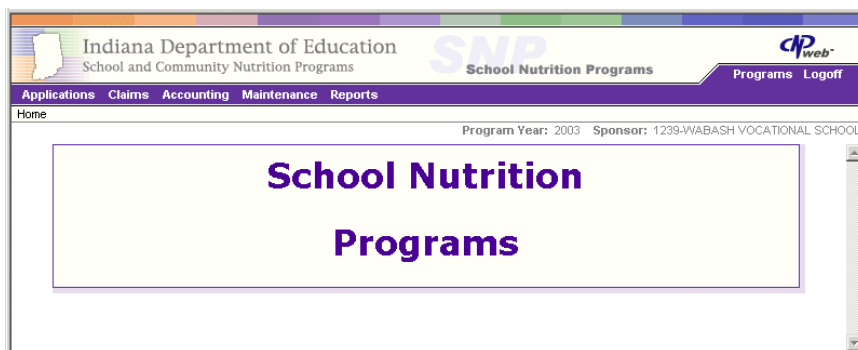
Note that the computer screens represented in this manual are from another state. They are used as examples only.



The Web site displays the School Nutrition Programs PROGRAM YEAR SELECTION page.
✓ Click CURRENT PROGRAM YEAR.



The Web site displays the School Nutrition Programs main page.



Renewal Packets

Before the start of the program year, your organization must submit the following, based on your previous participation in the School Nutrition Programs (SNP):

- ✓ **Sponsor Information Sheet** – collects information about your organization and its participation in the School Nutrition Programs.
- ✓ **Site Information Sheet** – collects information about each site participating in the School Nutrition Programs.

Once these information sheets are submitted and approved by the OPI, your organization may begin using the other features of the SNP Web site.

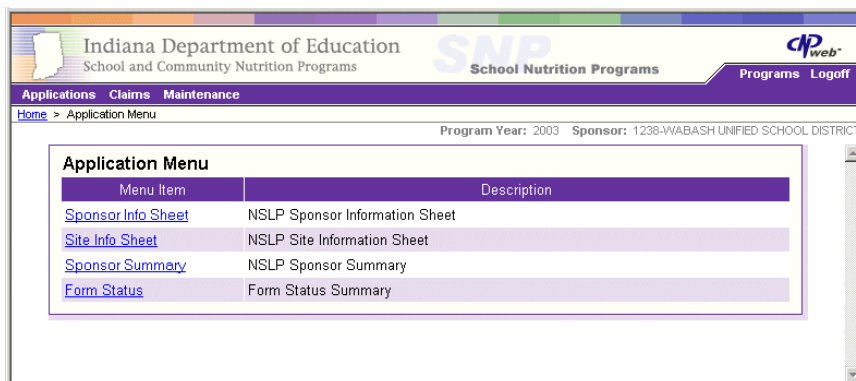
Access Your Packet

To access your School Nutrition Programs packet:

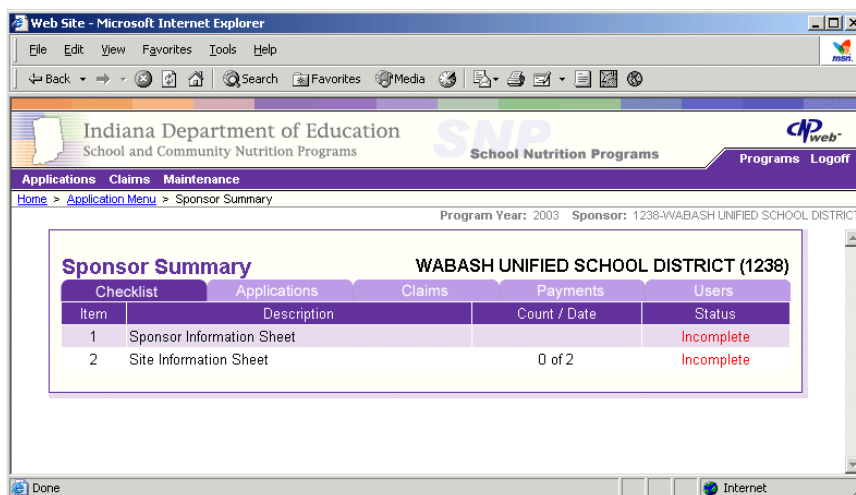
- ✓ Click APPLICATIONS.

The SNP Web site displays the Applications menu.

- ✓ Click SPONSOR SUMMARY.



The SNP Web site displays the SPONSOR SUMMARY – CHECKLIST page.



Sponsor Information Sheet Contents

The SPONSOR INFORMATION SHEET collects information about your organization and its participation in the School Nutrition Programs.

The SPONSOR INFORMATION SHEET page displays the following sponsor information:

- ✓ Sponsor Name and Number
- ✓ Program Year
- ✓ Application Status
- ✓ Application Revision Number
- ✓ Addresses

The screenshot shows the top portion of the NSLP Sponsor Information Sheet. The header includes the Indiana Department of Education logo, the title "Training Site School Nutrition Programs", and a "CPweb" logo. A navigation bar contains links for "Applications", "Claims", "Maintenance", "Programs", and "Logoff". Below this, a breadcrumb trail reads "Home > Application Menu > Sponsor Info". The main content area displays "NSLP" and "Sponsor Information Sheet". It identifies the sponsor as "WABASH TECHNOLOGY DISTRICT (1239)" and the program year as "2002-2003 Program Year". The status is "Pending Approval", and there is a link for "New Application". A "Bottom of Form" link is visible at the bottom of the section.

The SPONSOR INFORMATION SHEET page requires you to provide the following information about your organization.

Addresses

- ✓ Mailing Address and Street Address
- ✓ Delivery Address – Dry and Frozen Commodity Foods

This screenshot shows the address section of the NSLP Sponsor Information Sheet. It includes the same header and navigation as the previous screenshot. The main content area is titled "NSLP Sponsor Information Sheet" and identifies the sponsor as "WABASH TECHNOLOGY DISTRICT (1239)" and the program year as "2002-2003 Program Year". The status is "Pending Approval", and there is a link for "New Application". Below the header, there are two main sections: "Mailing Address" and "Street Address". Each section has four input fields: (1) Addr1, (2) Addr2, (3) City, and (4) State. The State dropdown is set to "IN". There are also (5) Zip Code and (6) Zip Code fields. Below these fields is a checkbox labeled "Check here to copy Mailing Address to Street Address". There are also two sections for "Alternate Address 1" and "Alternate Address 2". Each section has four input fields: (11) Type, (12) Addr1, (13) Addr2, and (14) City. The State dropdown is set to "IN". There are also (15) Zip Code and (16) Zip Code fields.

Contacts

- ✓ Administrator
- ✓ Food Service Contacts

The screenshot shows the 'Sponsor Info' page for the 2003 program year, sponsored by 1239-WABASH TECHNOLOGY DISTRICT. It features two side-by-side contact forms. The 'Executive Contact' form includes fields for Name (with a dropdown), Title, E-mail, Phone, Ext., Fax, and Address, along with a checkbox for receiving automatic E-mail messages. The 'Food Service Contact' form has identical fields. The header includes the Indiana Department of Education logo and 'Training Site' branding.

General Information

- ✓ Type of Sponsoring Authority
- ✓ Eligibility for High Rate Lunch Reimbursement

The screenshot shows the 'General Information' section of the 'Sponsor Info' page. It contains three fields: (41) Type of Sponsoring Authority: Public, (42) Eligibility for High Rate Lunch Reimbursement: Unknown, and (43) Summer Food Program Seamless Waiver: a dropdown menu. The header and navigation elements are consistent with the previous screenshot.

Food Service Management Company (FSMC)

- ✓ Contract with a FSMC yes or no
- ✓ If yes, Name of Company

The screenshot shows the 'Food Service Management Company' section of the 'Sponsor Info' page. It includes two fields: (44) Do you have a Contract with a Food Service Management Company? with radio buttons for Yes and No, and (45) If Yes, Enter the Name of the Company: a text input field. The header and navigation elements are consistent with the previous screenshots.

Other Information

- ✓ Approval Official
- ✓ Hearing Official

The screenshot shows the 'Other Information' section of the SNP web application. It includes a breadcrumb trail: Home > Application Menu > Sponsor Info. The page header identifies the user as 'Program Year: 2003' and 'Sponsor: 1238-WABASH TECHNOLOGY DISTRICT'. The form contains two input fields: (49) Approval Official Title and (50) Hearing Official Title.

Submit a Sponsor Information Sheet

To submit your organization's annual School Nutrition Programs sponsor information sheet for the upcoming program year:

- ✓ Click APPLICATIONS.

The SNP Web site displays the APPLICATION MENU.

- ✓ Click SPONSOR SUMMARY.

The screenshot displays the 'Application Menu' page. The breadcrumb trail is Home > Application Menu. The page header shows 'Program Year: 2003' and 'Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT'. A table lists the available menu items:

Menu Item	Description
Sponsor Info Sheet	NSLP Sponsor Information Sheet
Site Info Sheet	NSLP Site Information Sheet
Sponsor Summary	NSLP Sponsor Summary
Form Status	Form Status Summary

The SNP Web site displays the SPONSOR SUMMARY – CHECKLIST page.

- ✓ Click APPLICATIONS.

The screenshot shows the 'Sponsor Summary' page for 'WABASH UNIFIED SCHOOL DISTRICT (1238)'. The breadcrumb trail is Home > Application Menu > Sponsor Summary. The page header indicates 'Program Year: 2003' and 'Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT'. A checklist table shows the status of required documents:

Item	Description	Count / Date	Status
1	Sponsor Information Sheet		Incomplete
2	Site Information Sheet	0 of 2	Incomplete

The SNP Web site displays the SPONSOR SUMMARY – APPLICATIONS page.

- ✓ Click ADD.

Indiana Department of Education
School and Community Nutrition Programs

SNP
School Nutrition Programs

Programs Logoff

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Sponsor Summary **WABASH UNIFIED SCHOOL DISTRICT (1238)**

Checklist	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action

Sponsor Info Sheet There is no Information Sheet on file for this Sponsor. [Add](#)

Site Info Sheet

38475	Wabash Technology Center	There is no Information Sheet on file for this Site.		
39485	Wabash Vo-Tech School	There is no Information Sheet on file for this Site.		

The SNP Web site displays the SPONSOR INFORMATION SHEET page.

- ✓ Complete the SPONSOR INFORMATION SHEET page.
- ✓ Click SUBMIT. The SNP Web site checks your information sheet for input errors.

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Programs Logoff

Applications Claims Maintenance

Home > Application Menu > App Listing > Sponsor Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

Post Confirmation

The **Sponsor Information Sheet** was posted to the database with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by DOE. Please return to the entry form to review the errors and make the necessary corrections.

Click [here](#) to go to the Sponsor Information Sheet Listing or select another option from the menu above.

If errors are found, the SNP Web site displays the SPONSOR INFORMATION SHEET STATUS page with the error detection message.

Indiana Department of Education

Training Site
School Nutrition Programs

Programs Logoff

Applications Claims Maintenance

Home > Application Menu > Sponsor Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

NSLP Indiana Department of Education

Sponsor Information Sheet

WABASH TECHNOLOGY DISTRICT (1239)

2002-2003 Program Year
Pending Approval
New Application

↓ Bottom of Form

Mailing Address **Street Address**

(1) Addr1: (6) Addr1:

(2) Addr2: (7) Addr2:

(3) City: (8) City:

(4) State: (5) Zip Code: (9) State: (10) Zip Code:

☐ Check here to copy Mailing Address to Street Address

If no errors are found, the SNP Web site displays SPONSOR INFORMATION SHEET STATUS page with the pending submission status message.

The screenshot shows the Indiana Department of Education Training Site for School Nutrition Programs. The breadcrumb trail is: Home > Application Menu > App Listing > Sponsor Info. The page title is 'Post Confirmation'. The message states: 'The **Sponsor Information Sheet** was posted to the database with a status of **Pending Submission**. When you have completed entering all of the forms required, please submit them to DOE for final approval. Click [here](#) to go to the Sponsor Information Sheet Listing or select another option from the menu above.' The program year is 2003 and the sponsor is 1239-WABASH TECHNOLOGY DISTRICT.

Site Information Sheet Contents

The SITE INFORMATION SHEET collects information about each site participating in the School Nutrition Programs.

The first time you access this page during the program year for a site, the SNP Web site displays a blank form. Once you have submitted information for this site, the SNP Web site displays the submission history.

The SITE INFORMATION SHEET page displays the following sponsor and site information:

- ✓ Sponsor Name and Number
- ✓ Site Name and Number
- ✓ Program Year
- ✓ Application Status
- ✓ Application Revision Number

The screenshot shows the 'NSLP Site Information Sheet' for WABASH TECHNICAL INSTITUTE (6985). The program year is 2003 and the sponsor is 1229-WABASH TECHNOLOGY DISTRICT 2. The application status is 'Pending Submission' and it is a 'New Application'. The form includes fields for Mailing Address (Addr1, Addr2, City, State, Zip Code) and Street Address (Addr1, Addr2, City, State, Zip Code). The state is set to IN. A checkbox at the bottom allows users to 'Check here to conv. Mailing Address to Street Address'.

Addresses

- ✓ Mailing Address and Street Address
- ✓ Food Service Contact

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

Mailing Address

(1) Addr1: (6) Addr1:
(2) Addr2: (7) Addr2:
(3) City: (8) City:
(4) State: (5) Zip Code: (9) State: (10) Zip Code:

☐ Check here to copy Mailing Address to Street Address

Alternate Address 1

(11) Type:
(12) Addr1:
(13) Addr2:
(14) City:
(15) State: (16) Zip Code:

Food Service Contact

(17) Name: First MI Last
(18) Title:
(19) E-mail:
(20) Phone: (21) Ext:
(22) Fax: (23) Ext:
(24) Contact's Address:

Months of Operation

- ✓ National School Lunch Program
- ✓ School Breakfast Program
- ✓ Special Milk Only
- ✓ Split Session Kindergarten
- ✓ After School Snacks

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

Months of Operation

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
(25) National School Lunch Program:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(26) School Breakfast Program:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(27) Special Milk Only:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(28) Split Session Kindergarten:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(29) After School Snacks:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Information

- ✓ Site Type
- ✓ Campus Type
- ✓ Site Classification (If a private RCCI, give the license date and license number.)
- ✓ Site Administration
- ✓ Type of Food Service
- ✓ Vendor Name
- ✓ Grades Served at Site
- ✓ Attendance Factor

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

General Information

Site Type: **Public**

(30) Campus Type: ☐ Open Campus ☐ Closed Campus

(31) Classification of Site:

If site is "Private" and "RCCI" please enter:

(32) License Date: (33) License Number:

(34) Site Administration:

(35) Type of Food Service:

(36) Name of Vendor:

(37) Grades Served at Site: ☐ Ungraded ☐ Head Start ☐ Pre-Kindergarten ☐ Kindergarten
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

(38) Attendance Factor: (2002-2003) 96.20

Site and Area Eligibility

- ✓ Meals Served Second Preceding Year – the number of meals served in each category (paid lunches, free lunches, reduced-price lunches).
- ✓ Meals Served Preceding Year – the number of meals served in each category (paid lunches, free lunches, reduced-price lunches).
- ✓ Approved Participants Baseline Data –the number of eligible participants in each category (free lunch, reduced-price lunch, enrolled participants).

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

Site Eligibility Information

Meals Served	Paid Lunches	Free Lunches	Reduced-Priced Lunches	Percentage of Free/Reduced Lunches Served
Second Preceding Year: (2000-2001)	(39) <input type="text"/>	(40) <input type="text"/>	(41) <input type="text"/>	0.0%
Preceding Year: (2001-2002)	(42) <input type="text"/>	(43) <input type="text"/>	(44) <input type="text"/>	0.0%

Area Eligibility Information

Participants Approved	Free Eligible	Reduced-Priced Eligible	Participants Enrolled	Percentage of Free/Reduced Eligible Students
Baseline Data:	(45) <input type="text"/>	(46) <input type="text"/>	(47) <input type="text"/>	0.0%

National School Lunch Program

- ✓ Participation
- ✓ Offer vs. Serve

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance
Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

National School Lunch Program

(48) Participation:

(49) Is Offer vs Served Lunch implemented? ☐ Yes ☐ No

Amount charged to students for (50) Reduced-Price Lunch: (51) Paid Lunch:

School Breakfast Program

- ✓ Participation
- ✓ Offer vs. Serve

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance
Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

School Breakfast Program

(52) Participation: **Not Eligible** for Severe Needs Breakfast

(53) Average Breakfast per Meal Cost: 0.00 \$0.00 (Annual Financial Report)

(54) Is Offer vs Served Breakfast implemented? ☐ Yes ☐ No

Amount charged to students for (55) Reduced-Price Breakfast: (56) Paid Breakfast:

Special Milk Program

- ✓ Participation
- ✓ Federally Funded Breakfast and/or Lunch (If students in the special milk program do not have access to breakfast and/or lunch, answer the questions under either Paid Milk Only or Paid and Free Milk.)

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance
Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

Special Milk Program

(57) Participation:

(58) Do children participating in Special Milk have access to Federally Funded Breakfast and/or Lunch?
☐ Yes - If "Yes", Special Milk program is not available and the following questions should **not** be answered:
☐ No - If "NO", select **one** of the following options:

(59) ☐ **Paid Milk Only:** (Option 1)

(60) ☐ Charge all students for Milk? (61) Price charged:

(62) ☐ Do not charge students for Milk?

(63) ☐ **Paid and Free Milk:** (Option 2)

(64) ☐ Charge all students not eligible for Free Milk? (65) Price charged:

(66) ☐ Do not charge students for Milk?

After School Snack Program

- ✓ Participation
- ✓ Educational or Enrichment Activities Description
- ✓ Site Number of the closest Area Eligible Site (Provide this site number only if this site is not eligible.)
- ✓ School Day End Time
- ✓ Snack Program Begin Time
- ✓ Snack Program Days of the Week
- ✓ Amount Charged to Students for Paid and Reduced-Price Snacks

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

After School Snack Program

(68) Participation:

(69) Description of Educational or Enrichment Activities in the After School Program:

(70) Site Number of closest Area Eligible Site, if not this site:

(71) Eligibility determined by: **Individual Eligibility** (<50%)

(72) Time Normal School Day Ends: (73) Time Snack Program Begins:

(74) Select Days Snacks Provided: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Amount charged to students for (75) Reduced-Price Snack: (76) Paid Snack:

Meal Planning

- ✓ School Breakfast Program Meal Planning
- ✓ National School Lunch Program Meal Planning

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance Programs Logoff

Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1239-WABASH TECHNOLOGY DISTRICT

Menu Planning

Select the Menu Planning Option for:

(94) School Breakfast Program

(95) National School Lunch Program

(96) If "Additional Menu Planning Approaches" is selected enter the Menu Planning Option Description:

(97) If "Assisted NuMenus" is selected enter the Source of Assisted NuMenus:

Collection Procedures

- ✓ Counting Method
- ✓ Count at Point of Service

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance

Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1238-WABASH TECHNOLOGY DISTRICT

Collection Procedures

(98) Method of Meal Counting:
☐ Name Checklist/Roster ☐ Tickets ☐ Computer System ☐ Non-Pricing ☐ Other

(99) If "Other" is selected for Method of Meal Counting enter the Meal Counting Procedure Description:

(100) Is the Meal or Milk Count taken at the Point of Service? ☐ Yes ☐ No
 (The Point of Service is defined as that point in the food service operation where a determination can accurately be made that a reimbursable meal or milk has been served to an eligible child.)

(101) If **No** to above, enter the Point of Service Description:

Created By: _____ Date Created: _____ Modified By: _____ Date Modified: _____

↑ Top of Form

Submit Cancel

Submit a Site Information Sheet

To submit each School Nutrition Programs site information sheets for the current program year:

- ✓ Click APPLICATIONS.

The SNP Web site displays the APPLICATION menu.

- ✓ Click SPONSOR SUMMARY.

Indiana Department of Education
School and Community Nutrition Programs

SNP
School Nutrition Programs

Applications Claims Maintenance

Home > Application Menu

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Application Menu

Menu Item	Description
Sponsor Info Sheet	NSLP Sponsor Information Sheet
Site Info Sheet	NSLP Site Information Sheet
Sponsor Summary	NSLP Sponsor Summary
Form Status	Form Status Summary

The SNP Web site displays the SPONSOR SUMMARY – CHECKLIST page.

- ✓ Click APPLICATIONS.

Indiana Department of Education
School and Community Nutrition Programs

SNP
School Nutrition Programs

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Sponsor Summary **WABASH UNIFIED SCHOOL DISTRICT (1238)**

Checklist	Applications	Claims	Payments	Users
Item	Description	Count / Date	Status	
1	Sponsor Information Sheet		Pending Submission	
2	Site Information Sheet	0 of 2	Incomplete	

The SNP Web site displays the SPONSOR SUMMARY – APPLICATIONS page.

- ✓ Locate the desired site in the results list.
- ✓ Click ADD.

Indiana Department of Education
School and Community Nutrition Programs

SNP Web
School Nutrition Programs

Applications Claims Maintenance

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Site Info Sheet				
38475 Wabash Technology Center		There is no Information Sheet on file for this Site.		Add
39485 Wabash Vo-Tech School		There is no Information Sheet on file for this Site.		Add

The SNP Web site displays the SITE INFORMATION SHEET page.

- ✓ Complete the SITE INFORMATION SHEET page.
- ✓ Click SUBMIT. The SNP Web site checks your information sheet for input errors.

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance

Home > Application Menu > Select Site > Site Info

Program Year: 2003 Sponsor: 1238-WABASH TECHNOLOGY DISTRICT

NSLP Indiana Department of Education

Site Information Sheet

Wabash Technology Center (1999) WABASH TECHNOLOGY DISTRICT (1238)
2002-2003 Program Year
Pending Approval
New Application

↓ Bottom of Form

Mailing Address **Street Address**

(1) Addr1: (6) Addr1:
 (2) Addr2: (7) Addr2:
 (3) City: (8) City:
 (4) State: (5) Zip Code: (9) State: (10) Zip Code:

☐ Check here to copy Mailing Address to Street Address

If errors are found, the SNP Web site displays the SITE INFORMATION SHEET STATUS page with the error detection message.

Indiana Department of Education
School and Community Nutrition Programs

Training Site
School Nutrition Programs

Applications Claims Maintenance

Home > Application Menu > Select Site > App Listing > Site Info

Program Year: 2003 Sponsor: 1238-WABASH TECHNOLOGY DISTRICT

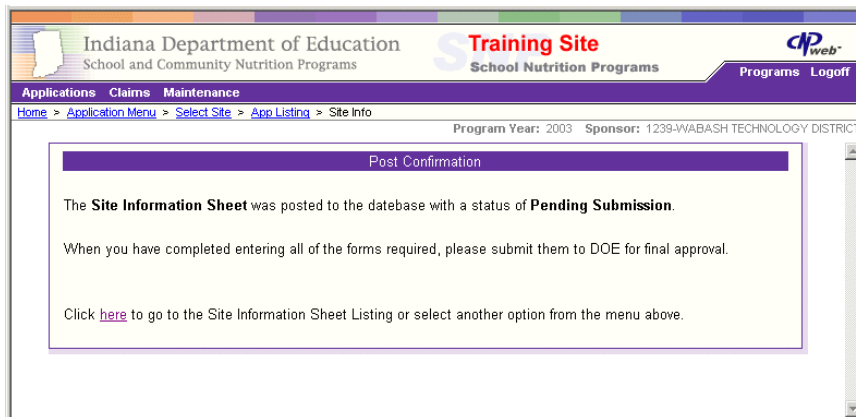
Post Confirmation

The **Site Information Sheet** was posted to the database with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or improper information. These errors must be corrected before the form can be approved by DOE. Please return to the entry form to review the errors and make the necessary corrections.

Click [here](#) to go to the Site Information Sheet Listing or select another option from the menu above.

If no errors are found, the SNP Web site displays SITE INFORMATION SHEET STATUS page with the pending submission status message.



Submit Your Packet

After completing all of the components of your organization's enrollment or renewal packet, you are ready to submit your packet to the OPI.

Before you submit your packet, you must review the status of each information sheet to make sure your packet is ready. You cannot submit your packet until each information sheet has the PENDING SUBMISSION status.

Review Your Packet

To submit your renewal packet to the OPI for approval:

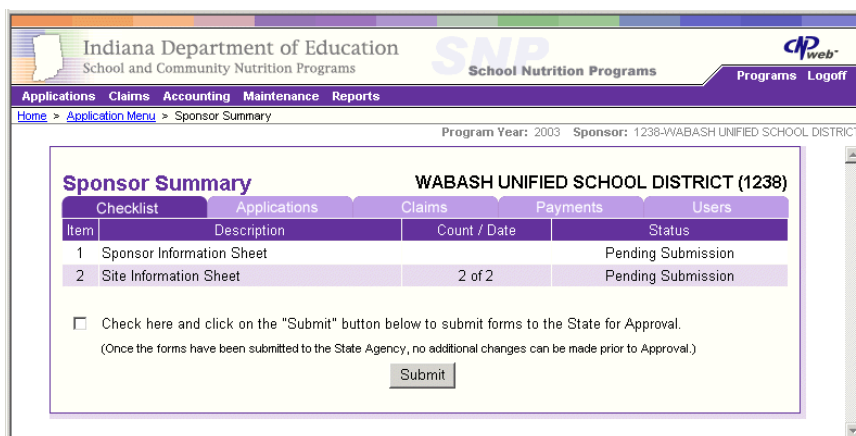
- ✓ Click APPLICATIONS.

The SNP Web site displays the APPLICATIONS MENU.

- ✓ Click SPONSOR SUMMARY.

The SNP Web site displays the SPONSOR SUMMARY – CHECKLIST page.

- ✓ Click APPLICATIONS.



The SNP Web site displays the SPONSOR SUMMARY – APPLICATIONS page.

- ✓ View each of the information sheets to make sure that they are complete and accurate.

Indiana Department of Education
School and Community Nutrition Programs

SNP School Nutrition Programs

Applications Claims Accounting Maintenance Reports Programs Logoff

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Checklist	Applications	Claims	Payments	Users
Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet	0	Pending Submission		View Edit Delete
Site Info Sheet				
38475 Wabash Technology Center	0	Pending Submission		View Edit Delete
39485 Wabash Vo-Tech School	0	Pending Submission		View Edit Delete



Once you submit your packet, you cannot make changes to your information sheets until they are approved by the OPI. Make sure they are complete and accurate before you submit them.

Submit Your Packet

To submit your renewal packet to the OPI for approval:

- ✓ Click APPLICATIONS.

The SNP Web site displays the APPLICATIONS MENU.

- ✓ Click SPONSOR SUMMARY.

The SNP Web site displays the SPONSOR SUMMARY – CHECKLIST page.

- ✓ Check the box above the SUBMIT button.
- ✓ Click SUBMIT. The SNP Web site submits your packet to the OPI for approval.

Indiana Department of Education
School and Community Nutrition Programs

SNP School Nutrition Programs

Applications Claims Accounting Maintenance Reports Programs Logoff

Home > Application Menu > Sponsor Summary

Program Year: 2003 Sponsor: 1238-WABASH UNIFIED SCHOOL DISTRICT

Sponsor Summary WABASH UNIFIED SCHOOL DISTRICT (1238)

Checklist	Applications	Claims	Payments	Users
Item	Description	Count / Date	Status	
1	Sponsor Information Sheet		Pending Submission	
2	Site Information Sheet	2 of 2	Pending Submission	

☐ Check here and click on the "Submit" button below to submit forms to the State for Approval.
(Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.)

[Submit](#)



Prepared by the Office of Public Instruction - PO Box 202501, Helena, MT 59620-2501